

**NELAC Program Policy
and Structure Committee Teleconference
April 23, 1997**

The National Environmental Laboratory Accreditation Conference Program Policy and Structure Committee convened by teleconference on Wednesday, April 23, 1997. Dr. Kenneth Jackson, Chair of the Committee, led the meeting. A list of action items is provided in Attachment A and a list of participants is given in Attachment B. Materials distributed to the members included the agenda, a copy of a letter to Ms. Sylvia Labie from Dr. Jackson and a copy of comments from Scott Siders to Ms. Labie.

Dr. Jackson opened the meeting with a report on the status of the different chapters. May 1 is the deadline all the Committees are striving to meet. Mr. Ted Coopwood will get the information as to when the standards will be ready and will let the Committee know. Dr. Jackson stated that the members that wanted to review all the chapters should let him know and that he would get the chapters to them.

Field Measurement

Ms. Marlene Moore gave an overview of field measurements as discussed by the Field Measurements *Ad Hoc* Committee. In discussing field sampling and the extent to which sampling will be covered, she stated that the Field *Ad Hoc* Committee had proposed to put out a survey to NELAC participants regarding the idea of including both sampling or just field measurement or whether they need to cover these items or not. The Committee has reached a consensus that there are three aspects to sampling 1) field measurement; 2) sampling; and 3) continuous sampling. They are trying to define each of these. The Committee is asking if NELAC is to address sampling (it is not in the constitution). Ms. Jeanne Mourrain stated that NELAC was to consider field sampling once laboratory accreditation was well established. It was suggested that Dr. Robert Stephens needed to be involved with this issue and the Committee should begin to gather information.

Indian Tribes as Accrediting Authorities -

Dr. Jackson gave an overview of the Indian Program within EPA which Ms. Marlene Regelski presented at the Board of Directors teleconference. Dr. Jackson stated that in talking with Mr. Roger Buckholz, the Indian Nations want to be admitted as an accrediting authority. Dr. Jackson also stated that the Board of Directors wished to invite Ms. Regelski and Mr. Buckholz to one of their teleconferences. Ms. Mourrain and Dr. Jackson are to talk with Ms. Regelski and Mr. Buckholz about what is proposed before they make a presentation to the Committee.

Letter to Silky Labie, and Comments from Scott Siders

Dr. Jackson discussed the letter he had written to Ms. Silky Labie regarding comments and recommendations by Scott Siders to Chapter 5. Dr. Jackson hopes to have Ms. Labie on the next teleconference.

Discussion of joint teleconference with the PT Committee on April 18

In the discussion regarding the joint teleconference with the PT Committee on April 18, Dr. Jackson stated that the meeting went well. There was an agreement by the joint Committees that the standards in Chapter 1 and 2 are compatible. A discussion was held on the differences in the wording of “fields of testing” and “scope of accreditation.” The Committee decided to delete reference to “fields of testing” in Chapter 1. In discussion of Chapter 1.9.1, the second sentence should be changed to read, “. . . for compliance with the relevant EPA program, the methods used by the laboratory, and for individual analytes determined by a particular method; e.g., a laboratory determining lead and potable water in compliance with the Safe Drinking Water Act. .” Ms. Marlene Moore is to check with another member of the PT Committee about the “upper tier.” The chapter was scanned and the following changes were made:

- In the last sentence of the second paragraph, *field of testing* was deleted and *tiered approach* was inserted.
- In the first sentence of the third paragraph, the same change was made as above. In the third sentence *fields of testing* was changed to *tiered structure* and the word *but* was deleted and the following was added “; e.g., proficiency testing examines the determination of individual analytes in specific matrix types and is not method-specific.”

The title of the Chapter should also be changed to *Scope of Accreditation* from Fields of Testing. It was recommended that reference to PT failure should go in Chapter 2 not Chapter 1. Dr. Jackson is to modify Chapter 1.9.1 and will send a copy to the Committee members, Ms. Andrea Jirka and Mr. Jim Pearson.

Other Business

Dr. Jackson stated that he hopes to have Ms. Labie on the next teleconference in order to sort out possible inconsistencies in Chapter 5.

Ms. Mourrain reminded the Committee that a new Chair needs to be elected and that members needed to be rotated off the Committee. She asked anyone interested in the Chair position to contact Dr. Jackson.

The next meeting will be on May 7, 1997.

ACTION ITEMS
NELAC Program Policy and Structure Committee
April 23, 1997

Item No.	Action	Date Completed
1.	Ms. Marlene Moore is to talk to Dr. Stephens regarding the field sampling issue.	
2.	Ms. Jeanne Mourrain and Dr. Jackson are to talk with Ms. Regelski and Mr. Buckholz about a proposal from the Indian Nations.	
3.	Ms. M. Moore is to check with the PT Committee about the wording of "upper tier."	
4.	Dr. Jackson is to modify Chapter 1.9.1 and will send copies to the Committee members, Ms. Andrea Jirka and Mr. Jim Pearson.	
5.	Mr. Ted Coopwood will notify the members when the Chapters are posted on the Internet.	

Attachment B

List of Participants
 NELAC Program Policy and Structure Committee Meeting
 April 23, 1997

Name	Affiliation	Phone Numbers
Pauline Bouchard	MN Dept. Of Health	Tel: 612-623-5331 Fax: 612-623-5514
Henry B. Bradford (Absent)	LA State Dept. Of Health and Hospitals	Tel: 504-568-2545 Fax: 504-568-5393
Steve Clark	USEPA, OW	Tel: 202-260-7575 Fax: 202-260-3762
Ted Coopwood	USEPA	Tel: 202-233-9358 Fax: 202-260-9651
Marcia Davis (Absent)	Dept. Of Defense, Corps of Engineers	Tel: 402-697-2555 Fax: 402-697-2595
Robert Luna	City of Longmont Water/Waste Water	Tel: 303-682-9543 Fax: 303-682-9543
Tom McAninch (Absent)	Eastman Chemical Co.	Tel: 903-237-5473 Fax: 903-237-6395
Marlene Moore	Advanced Systems, Inc.	Tel: 302-834-9796 Fax: 302-995-1086
Jeanne Mourrain	USEPA	Tel: 919-541-1120 Fax: 919-541-4101
Jerry Parr (Absent)	Quanterra Environmental Services	Tel: 303-467-6611 Fax: 303-467-9136
Pat Royal	Springborn Laboratories, Inc.	Tel: 508-295-2550 Fax: 508-295-8107
Carolyn Cross (Recorder)	USEPA	Tel: 919-541-3151 Fax: 919-541-4101